



Volunteer Accessibility Fund Policy

The Volunteer Accessibility Fund is a new initiative by the Ten Oaks Project that started with the 2017 budget. The purpose of this fund is to make volunteering more accessible for lower income individuals by providing funds to volunteer at Ten Oaks Project's programs, events, meetings and workshops.

The purpose of this Policy is to provide guidance to Ten Oaks Project's Board of Directors, Staff and Volunteers on how this fund can be used, what the fund limitations are, who is eligible for receiving them, the process for submitting expenses and the assurance of confidentiality.

Purpose of the Volunteer Accessibility Fund:

The Volunteer Accessibility Fund can be used to support the following expenses that may be barriers to participation in Ten Oaks Project's programs, events, meetings and workshops*:

- Bus Tickets
- Gas
- Childcare

**If a volunteer has an expense not listed in this list, they may contact [Ten Oaks Project Staff](#) and may be eligible for funds at their discretion.*

Limitations of Fund:

Due to limited funds, Ten Oaks Project may not be able to cover all expenses for our volunteers. In the interest of fairness and equity, the following guidelines will be referenced when dispersing funds throughout the year:

- The fund will be divided in half and assigned to two 6 month periods over the year. Ten Oaks Project may only use half of the total funds from January 1st to June 30th of each calendar year, and use the other half of the total funds from July 1st to December 31st of each calendar year.
- This fund was created in the interest of equity to work towards supporting participation of lower income individuals in Ten Oaks Project's programs, events, meetings and workshops.



Eligibility of Fund:

The volunteers applying for these funds are only eligible if:

- They are using the funds to cover their costs for volunteering at a Ten Oaks Project program, event, meeting or workshop.
- Their expense falls under the eligible expenses under the **“Purpose of the Volunteer Accessibility Fund”** section of this policy document.
- Their use of these funds have been previously approved by a Ten Oaks Project staff member.
- There are funds available at the time of the request.

Process for Submitting Expenses:

In order to apply for funding from the Volunteer Accessibility Fund, a Ten Oaks Project volunteer must follow these guidelines:

- Submit a request and receive approval for funding from a Ten Oaks Project staff member **prior** to incurring the expense.
- Once approved, save the original receipt (bus ticket stub, an email from your childcare person quoting a rate, etc.) and submit it to a Ten Oaks Project staff member. The staff member will reimburse the amount within 5 business days.
- Alternatively, a Ten Oaks Project staff member can purchase the item needed (ex. bus tickets) and give them to the volunteer in advance of when they are needed.

Confidentiality:

Please note that application for funding from the Volunteer Accessibility Fund will be kept strictly confidential. Only the Ten Oaks Project Programs Manager, Executive Director and Treasurer will know of the application and the amount requested for bookkeeping purposes.